

*Planning
for your...*



Peace of Mind

***A DO-IT-YOURSELF
GUIDE TO MEDICAL
AND LEGAL DECISIONS***

Planning for Your
PEACE OF MIND

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Prepared by the Michigan Legislature

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PERSONAL RECORDS

PERSONAL RECORDS OF

A RESIDENT OF THE STATE OF MICHIGAN

Your name _____

Address _____

Telephone number _____

Date completed _____

Where Important Papers May Be Found

YOUR WILL

Do you have a will? _____

My will is kept _____

Personal representative _____

Address _____

Lawyer _____

Address _____

Date of will _____

The date is important. If your will is OLD, you may also wish to review it in the light of changed circumstances such as: marriage; divorce; change in assets; birth or adoption of children since the will was signed; death of any beneficiaries; changes in state or federal law; change of residence; unavailability of witnesses; or death, age, or failing powers of the person named as personal representative.

REMEMBER: If you do not have a will, your estate will be distributed as provided by state law. Its formula for distribution may not be the same as you would want. Your wishes and your family's special needs can best be satisfied if you make a will.

REAL ESTATE

Do you own real estate? _____ Home _____ Other _____

For each piece of real estate you own:

Real Estate #1

Is title to the property in your name alone or in joint names? _____

Is there a mortgage on the property? _____

Who holds the mortgage? _____

Address _____

Real Estate #1 *(Continued)*

The deed, a copy of the mortgage, survey, title insurance policy, and closing documents are kept _____

Real estate tax receipts are kept _____

Do you have fire insurance? _____

Do you have liability insurance? _____

Policies are kept _____

For advice as to keeping or selling the property, consult _____

Address _____

Real Estate #2

Is title to the property in your name alone or in joint names? _____

Is there a mortgage on the property? _____

Who holds the mortgage? _____

Address _____

The deed, a copy of the mortgage, survey, title insurance policy, and closing documents are kept _____

Real estate tax receipts are kept _____

Do you have fire insurance? _____

Do you have liability insurance? _____

Policies are kept _____

For advice as to keeping or selling the property, consult _____

Address _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

LIFE INSURANCE

Do you have life insurance? _____

Company _____ Policy No. _____

Is the life insurance in trust? _____

Trustee _____

Address _____

Who is the beneficiary? _____

Policies are kept _____

Any unpaid loans secured by policies? _____

Who is the lender? _____

Insurance advisor _____

Address _____

MILITARY, FRATERNAL, OR COMPANY INSURANCE

Do you have military, fraternal, or company insurance? _____

Company _____ Policy No. _____

Who is the beneficiary? _____

Is the life insurance in trust? _____

Address _____

Policies are kept _____

Any unpaid loans secured by policies? _____

Who is the lender? _____

Insurance advisor _____
Address _____

OTHER PERSONAL INSURANCE — Do you have:

Health and accident insurance? _____
 Company _____
 Policy No. _____
Hospitalization insurance? _____
 Company _____
 Policy No. _____
Insurance for medical and surgical expenses? _____
 Company _____
 Policy No. _____
Policies are kept _____

SOCIAL SECURITY

Social Security No. _____
Card is kept _____
Employment record is kept _____

PENSION AND RETIREMENT INFORMATION

Do you have a pension or other retirement program? _____
No. _____ Is there a survivor benefit? _____
Contact _____
Address _____

FAMILY RECORDS

Born in _____

Date _____

Married in _____

Date _____

Where are birth certificates (or other proof of dates of birth) of members of family, marriage certificates, any naturalization papers, or discharge papers and other data as to military service?

BANK RECORDS

Do you have a checking account(s)? _____

Where is/are your checking account(s)? _____

Bank _____

Address _____

Account No. _____

Is it in your name alone or in joint names? _____

Do you have a savings account(s)? _____

Where is/are your savings account(s)? _____

Bank _____

Address _____

Account No. _____

Is it in your name alone or in joint names? _____

Do you have a certificate of deposit? _____

Where is your certificate of deposit? _____

Bank _____

Address _____

Account No. _____ Is it in your name alone or joint names? _____

Do you have a certificate of deposit? _____

Where is your certificate of deposit? _____

Bank _____

Address _____

Account No. _____ Is it in your name alone or joint names? _____

Bank books and canceled checks are kept _____

Do you have an IRA? _____

IRA account location _____

Do you have a safe deposit box? _____

Bank _____

Address _____

Is it jointly held? _____ Key is kept _____

U.S. SAVINGS BONDS

Do you have any U.S. savings bonds? _____

Where are they? _____

In whose names are they registered? _____

I have designated a co-owner or a beneficiary, whose name is listed below:

Yes _____ Name _____ No _____

Do you have a list of bonds, by serial number and denomination? _____

Location of this list _____

OTHER BONDS AND CORPORATE STOCKS

Do you own any other bonds or any preferred or common stocks?

Sole owner _____ Joint owner _____

Where are they? _____

Broker _____

Address _____

List and records of purchases are kept _____

OTHER PERSONAL PROPERTY

In whose name is your motor vehicle(s) titled under? _____

Vehicle title and insurance policy are kept _____

Are household furnishings insured? _____

Household furnishings insurance policy is kept _____

Policies, inventory, and bills of sale are kept _____

CEMETERY PLOT

Do you own a cemetery plot? _____

Where? _____

Deed is kept _____

IF SELF-EMPLOYED

Business name _____

Address _____

Copies of business agreements, other documents are kept _____

For advice as to handling or disposition of the business, consult _____

Address _____

IF NOT SELF-EMPLOYED

Employer _____

Address _____

Telephone _____

In case of an emergency, call _____

OTHER MATTERS

Personal creditors or debtors, if any _____

Copies of notes, loan agreements, and receipts are kept _____

Income tax records and supporting data are kept _____

Credit card records are kept _____

Do you have a death benefit payoff on your credit cards? _____

Tax advisor _____

Address _____

Names, ages and relationship of those who would inherit property under your will (heirs, devisees, and beneficiaries):

Name	Age	Relationship	Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are any of the above under legal disability or otherwise represented by personal representatives?

Name	Legal Disability	Represented by: Name and address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MEDICAL AND PRESCRIPTION RECORDS

MEDICAL INFORMATION

My allergies and drug sensitivities: _____

My blood type: _____

Medical conditions I have: _____

DOCTORS WHO ARE TREATING ME

Name _____ Specialty _____ Phone _____

Name _____ Specialty _____ Phone _____

Name _____ Specialty _____ Phone _____

Hospital _____

Name _____ Emergency Phone Number _____

Pharmacy _____

Name _____ Phone _____

Dentist _____

Name _____ Phone _____

Optometrist _____

Name _____ Phone _____

Prescription Information

Name of drug _____

Date prescribed _____

Doctor's
name _____

Prescribed for what? _____

Color/shape/strength _____

Directions/cautions _____
_____**Prescription Information**

Name of drug _____

Date prescribed _____

Doctor's
name _____

Prescribed for what? _____

Color/shape/strength _____

Directions/cautions _____
_____**Prescription Information**

Name of drug _____

Date prescribed _____

Doctor's
name _____

Prescribed for what? _____

Color/shape/strength _____

Directions/cautions _____
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Doctor's
name _____

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Color/shape/strength _____

Directions/cautions _____
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Color/shape/strength _____

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Date prescribed _____

Doctor's
name _____

Prescribed for what? _____

Color/shape/strength _____

Directions/cautions _____
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Name of drug _____

Date prescribed _____

Doctor's
name _____

Prescribed for what? _____

Color/shape/strength _____

Directions/cautions _____
_____**Prescription Information**

Name of drug _____

Date prescribed _____

Doctor's
name _____

Prescribed for what? _____

Color/shape/strength _____

Directions/cautions _____
_____**Prescription Information**

Name of drug _____

Date prescribed _____

Doctor's
name _____

Prescribed for what? _____

Color/shape/strength _____

Directions/cautions _____

MICHIGAN STATUTORY WILL

QUESTIONS AND ANSWERS

Michigan Statutory Will

1. What happens if I die without a will?

With certain exceptions, your possessions are distributed according to state law.

2. What can I accomplish by making out a will?

You can choose who is to receive your property; select someone to serve as personal representative (formerly known as executor); and appoint a guardian for your children under age 18.

3. Does having a will avoid probate procedures after my death?

No. The issue of whether probate procedures must be followed is not solely dependent on whether or not you have a will.

4. What property is not subject to probate procedures?

Property such as: money held in a joint bank account; real estate, if your spouse's name or a joint tenant's name is on the deed; and life insurance benefits, if a person living at the time of your death was named as a beneficiary in the policy.

5. If property is specified in my will, am I prevented from giving it away or selling it during my life?

No. Your will has absolutely no effect until you die. If you sell or give away property mentioned in the will, that provision of the will is simply ignored.

6. Are there different types of wills?

Yes. Each type is equally valid if done precisely in accordance with the law. It is recommended that you see a lawyer if you wish to draft a will and not use the statutory will form provided in this booklet.

7. What are some of the things I can accomplish through a statutory will?

- (a) You can leave up to two cash gifts of any amount to people or charities.
- (b) You can write a list of personal and household items and name the person or entity to receive each item.
- (c) You can ensure that the rest of your property goes to your spouse. If he or she dies before you, the property is to be distributed equally among your children.
- (d) You can select a personal representative to administer your property.
- (e) You can appoint a guardian and conservator in case you and your spouse both die before your children reach age 18.

8. Are there any reasons for me NOT to use the statutory will form provided in this brochure?

There may be. If, for instance, you have substantial wealth and need tax planning for your estate, you should consult a lawyer who handles estate planning and probate and have a will prepared. Consultation with a lawyer is strongly recommended if you want to establish a trust fund for your children's education, if you have assets outside the state of Michigan, or if you have a significant interest in a business or partnership.

9. I have a wife and two young children. Might a statutory will be appropriate for my purposes?

Perhaps. A statutory will might be appropriate if you do not have extensive assets and, therefore, do not need tax planning. In a statutory will, you can appoint a guardian for your children and a conservator for your children's assets.

10. I would like to leave my favorite niece an antique brooch. Can I do this with a statutory will?

Yes. A statutory will allows you to leave gifts of personal items by making a list of the items and the person you want to receive each item.

11. I am a widow with no children. Could a statutory will be appropriate for me?

If you do not have substantial assets and you do not object to the limited options for disposing of your property, you may want to use the statutory will form.

12. I own a house, a condominium, and much stock. Should I use a statutory will?

Perhaps not. A statutory will is not designed to reduce federal or state taxes on your estate. If you have very substantial assets, you may wish to check with a lawyer to see if tax planning is recommended.

13. I am married for the second time and my husband and I each have children from our first marriages. Would a statutory will be appropriate for my purposes?

Probably not. The statutory will provides that your estate goes to your husband if he survives you. For that reason, the statutory will may not give you an adequate way to provide for the children from your first marriage. Speaking with a lawyer is likely a good idea for a person involved in a second marriage.

14. I have rather complicated business interests, which I wish to pass on through my will. Would a statutory will be appropriate for my purposes?

No. A statutory will does not provide for any specific business planning.

15. What should I do if a statutory will doesn't meet my needs?

Contact a lawyer with knowledge of estate planning. He or she can draft a will to meet your specific needs.

16. How can I find a good lawyer?

There is no sure-fire way. Here are some suggestions:

- (a) If you have dealt with a lawyer in the past and were satisfied, go back to that person. A lawyer who does not handle estate planning may recommend someone who does.
 - (b) Ask friends, neighbors, or relatives.
 - (c) Ask a person you respect, such as a religious leader, or call an organization such as a consumer group or a civic organization.
 - (d) Call the county or state bar referral service, which will provide you with the names of lawyers.
 - (e) Consult the business section of your telephone directory or newspaper classified section.
- Don't be intimidated. Don't be afraid to "shop around" for someone you are comfortable with and whose services you can afford.

17. How do I use the statutory will form?

First, thoroughly read the entire form. Read the notice at the beginning and the definitions at the end. After you are sure you understand all of the will's provisions, carefully follow directions and fill in the blanks.

18. Can a statutory will be a joint will?

No. A husband and wife cannot both use a single statutory will. If one spouse chooses to use a statutory will, the other spouse is free to complete a separate statutory will or to choose a different type of will.

19. May I use a statutory will form and yet leave no cash gifts? (Article 2.1)

Yes. You may leave no cash gifts, one cash gift or two cash gifts. If you do leave a cash gift, it is particularly important that you give a complete address of the person or charity to receive the money.

20. How do I go about preparing a list of personal items? (Article 2.2)

List the possessions such as jewelry, books, automobiles, furniture, and other personal and household items on a separate piece of paper. On the list you should name who is to receive each item—a family member, friend, or neighbor. The list can be as short or long as you choose. Make sure you describe each item sufficiently to avoid confusion. For each person who is to get an item, include his or her full name and address. The list must be in your handwriting or signed by you at the end. It is a very good idea to include the date. You may make the list before you complete the statutory will form, at the same time, or afterward. You can change the list as often as you wish. It is a good idea to staple or firmly attach the newest list to your will.

21. What is the purpose of Article 2.3?

This provision sets out the distribution of your property (other than cash gifts and the list of items) if your spouse, children, grandchildren and great-grandchildren all die before you. You have a choice: you may leave all the property to your other blood relatives who survive you, or leave one half to those relatives and one half to your spouse's blood relatives. Make your choice by signing your name under the appropriate paragraph.

22. Need I complete Article 3.2 if all of my children are over 18?

No. You may skip Article 3.2 relating to guardians and conservators.

23. How do I decide whether to have my personal representative serve with or without bond? (Article 3.3)

Most people these days request that the personal representative serve without bond. If you are careful to choose a person you trust to be personal representative, you may wish that no money be spent for a bond.

24. After the will is completed, where should I keep it?

One option is to file it in probate court; such filings cost very little. Wherever you keep the will, it is a good idea to attach the list of personal items to the will. You may want to give a copy of the will to the person you have selected as personal representative. If you file the will with a court, you should file a new copy any time you make a change.

25. Can I make changes to my statutory will?

Yes. Since a will has absolutely no effect until you die, you can change the will during your life. But do not write on the will. You can either complete a new statutory will, or have a codicil (an amendment to the old will) or an entirely new will drafted by a lawyer. If you sign a new will, destroy copies of the old one. You can change the list of personal property items at any time. It is probably best to write a whole new list if you decide to make changes.

26. If I move from Michigan would my statutory will still be valid?

Probably yes. It would be a good idea to check with a lawyer who practices law in the state of your new residence.

27. Does my statutory will need to be notarized?

No. ■

MICHIGAN STATUTORY WILL

NOTICE

1. An individual age 18 or older and of sound mind may sign a will.
2. There are several kinds of wills. If you choose to complete this form, you will have a Michigan statutory will. If this will does not meet your wishes in any way, you should talk with a lawyer before choosing a Michigan statutory will.
3. Warning! It is strongly recommended that you do not add or cross out any words on this form except for filling in the blanks because all or part of this will may not be valid if you do so.
4. This will has no effect on jointly held assets, on retirement plan benefits, or on life insurance on your life if you have named a beneficiary who survives you.
5. This will is not designed to reduce estate taxes.
6. This will treats adopted children and children born outside of wedlock who would inherit if their parent died without a will the same way as children born or conceived during marriage.
7. You should keep this will in your safe deposit box or other safe place. By paying a small fee, you may file this will in your county's probate court for safekeeping. You should tell your family where the will is kept.
8. You may make and sign a new will at any time. If you marry or divorce after you sign this will, you should make and sign a new will.

INSTRUCTIONS

1. To have a Michigan statutory will, you must complete the blanks on the will form. You may do this yourself, or direct someone to do it for you. You must either sign the will or direct someone else to sign it in your name and in your presence.
2. Read the entire Michigan statutory will carefully before you begin filling in the blanks. If there is anything you do not understand, you should ask a lawyer to explain it to you.

Michigan Statutory Will of

(Print or type your full name)

Article 1. Declarations

This is my will and I revoke any prior wills and codicils. I live in

_____ County, Michigan.

My spouse is _____.
(Insert spouse's name or write "none")

My children now living are:

(Insert names or write "none")

Article 2. Disposition of My Assets

2.1 CASH GIFTS TO PERSONS OR CHARITIES. (Optional)

I can leave no more than two (2) cash gifts. I make the following cash gifts to the persons or charities in the amounts stated here. Any transfer tax due upon my death shall be paid from the balance of my estate and not from these gifts.

Full name and address of person or charity to receive cash gift
(Name only 1 person or charity here):

(Insert name of person or charity)

(Insert address)

AMOUNT OF GIFT *(In figures)*: \$ _____

AMOUNT OF GIFT *(In words)*: _____ Dollars

(Your signature)

Full name and address of person or charity to receive cash gift
(Name only 1 person or charity here):

(Insert name of person or charity)

(Insert address)

AMOUNT OF GIFT (In figures): \$ _____

AMOUNT OF GIFT (In words): _____ Dollars

(Your signature)

2.2 PERSONAL AND HOUSEHOLD ITEMS.

I may leave a separate list or statement, either in my handwriting or signed by me at the end, regarding gifts of specific books, jewelry, clothing, automobiles, furniture, and other personal and household items.

I give my spouse all my books, jewelry, clothing, automobiles, furniture, and other personal and household items not included on such a separate list or statement. If I am not married at the time I sign this will or if my spouse dies before me, my personal representative shall distribute those items, as equally as possible, among my children who survive me. If no children survive me, these items shall be distributed as set forth in paragraph 2.3.

2.3 ALL OTHER ASSETS.

I give everything else I own to my spouse. If I am not married at the time I sign this will or if my spouse dies before me, I give these assets to my children and the descendants of any deceased child. If no spouse, children, or descendants of children survive me, I choose 1 of the following distribution clauses by signing my name on the line after that clause. If I sign on both lines, if I fail to sign on either line, or if I am not now married, these assets will go under distribution clause (b).

Distribution clause, if no spouse, children, or descendants of children survive me.
(Select only 1)

(a) One-half to be distributed to my heirs as if I did not have a will, and one-half to be distributed to my spouse's heirs as if my spouse had died just after me without a will.

(Your signature)

(b) All to be distributed to my heirs as if I did not have a will.

(Your signature)

Article 3. Nominations of Personal Representative,

Guardian, and Conservator

Personal representatives, guardians, and conservators have a great deal of responsibility. The role of a personal representative is to collect your assets, pay debts and taxes from those assets, and distribute the remaining assets as directed in the will. A guardian is a person who will look after the physical well-being of a child. A conservator is a person who will manage a child's assets and make payments from those assets for the child's benefit. Select them carefully. Also, before you select them, ask them whether they are willing and able to serve.

3.1 PERSONAL REPRESENTATIVE. *(Name at least 1)*

I nominate _____
(Insert name of person or eligible financial institution)

of _____
(Insert address)

to serve as personal representative.

If my first choice does not serve, I nominate _____
(Insert name of person or eligible financial institution)

of _____
(Insert address)

to serve as personal representative.

3.2 GUARDIAN AND CONSERVATOR.

Your spouse may die before you. Therefore, if you have a child under age 18, name an individual as guardian of the child, and an individual or eligible financial institution as conservator of the child's assets. The guardian and the conservator may, but need not be, the same person.

If a guardian or conservator is needed for a child of mine, I nominate

(Insert name of individual)

of _____ as guardian
(Insert address)

and _____
(Insert name of individual or eligible financial institution)

of _____
(Insert address)

to serve as conservator.

If my first choice cannot serve, I nominate

(Insert name of individual)

of _____ as guardian
(Insert address)

and _____
(Insert name of individual or eligible financial institution)

of _____
(Insert address)

to serve as conservator.

3.3 BOND.

A bond is a form of insurance in case your personal representative or a conservator performs improperly and jeopardizes your assets. A bond is not required. You may choose whether you wish to require your personal representative and any conservator to serve with or without bond. Bond premiums would be paid out of your assets. *(Select only 1)*

(a) My personal representative and any conservator I have named shall serve with bond.

(Your signature)

(b) My personal representative and any conservator I have named shall serve without bond.

(Your signature)

3.4 DEFINITIONS AND ADDITIONAL CLAUSES.

Definitions and additional clauses found at the end of this form are part of this will.

I sign my name to this Michigan statutory will on _____, 20____.

(Your signature)

NOTICE REGARDING WITNESSES

You must use 2 adults who will not receive assets under this will as witnesses. It is preferable to have 3 adult witnesses. All the witnesses must observe you sign the will, have you tell them you signed the will, or have you tell them the will was signed at your direction in your presence.

STATEMENT OF WITNESSES

We sign below as witnesses, declaring that the individual who is making this will appears to be of sound mind and appears to be making this will freely, without duress, fraud, or undue influence, and that the individual making this will acknowledges that he or she has read the will, or has had it read to him or her, and understands the contents of this will.

(Print name)

(Signature of witness)

(Address)

(City) (State) (Zip)

(Print name)

(Signature of witness)

(Address)

(City) (State) (Zip)

(Print name)

(Signature of witness)

(Address)

(City) (State) (Zip)

Definitions

The following definitions and rules of construction apply to this Michigan statutory will:

- (a) “Assets” means all types of property you can own, such as real estate, stocks and bonds, bank accounts, business interests, furniture, and automobiles.
- (b) “Descendants” means your children, grandchildren, and their descendants.
- (c) “Descendants” or “children” includes individuals born or conceived during marriage, individuals legally adopted, and individuals born out of wedlock who would inherit if their parent died without a will.
- (d) “Jointly held assets” means those assets to which ownership is transferred automatically upon the death of 1 of the owners to the remaining owner or owners.
- (e) “Spouse” means your husband or wife at the time you sign this will.
- (f) Whenever a distribution under a Michigan statutory will is to be made to an individual’s descendants, the assets are to be divided into as many equal shares as there are then living descendants of the nearest degree of living descendants and deceased descendants of that same degree who leave living descendants. Each living descendant of the nearest degree shall receive 1 share. The remaining shares, if any, are combined and then divided in the same manner among the surviving descendants of the deceased descendants as if the surviving descendants who were allocated a share and their surviving descendants had predeceased the descendant. In this manner, all descendants who are in the same generation will take an equal share.
- (g) “Heirs” means those persons who would have received your assets if you had died without a will, domiciled in Michigan, under the laws that are then in effect.
- (h) “Person” includes individuals and institutions.
- (i) Plural and singular words include each other, where appropriate.
- (j) If a Michigan statutory will states that a person shall perform an act, the person is required to perform that act. If a Michigan statutory will states that a person may do an act, the person’s decision to do or not to do the act shall be made in good faith exercise of the person’s powers. ■

Additional Clauses

Powers of personal representative.

- (1) A personal representative has all powers of administration given by Michigan law to personal representatives and, to the extent funds are not needed to meet debts and expenses currently payable and are not immediately distributable, the power to invest and reinvest the estate from time to time in accordance with the Michigan prudent investor rule. In dividing and distributing the estate, the personal representative may distribute partially or totally in kind, may determine the value of distributions in kind without reference to income tax bases, and may make non-pro rata distributions.
- (2) The personal representative may distribute estate assets otherwise distributable to a minor beneficiary to the minor's conservator or, in amounts not exceeding \$5,000.00 per year, either to the minor, if married; to a parent or another adult with whom the minor resides and who has the care, custody, or control of the minor; or to the guardian. The personal representative is free of liability and is discharged from further accountability for distributing assets in compliance with the provisions of this paragraph.

Powers of guardian and conservator.

A guardian named in this will has the same authority with respect to the child as a parent having legal custody would have. A conservator named in this will has all of the powers conferred by law. ■

ADVANCE DIRECTIVES FOR HEALTH CARE: MICHIGAN'S PATIENT ADVOCATE LAW

QUESTIONS AND ANSWERS

Advance Directive for Health Care

1. What is an “advance directive”?

An advance directive is a written document in which a competent individual gives instructions about his or her health care, that will be implemented at some future time should that person lack the ability to make decisions for himself or herself.

2. Must I have an advance directive?

No. The decision to have an advance directive is purely voluntary. No family member, hospital, or insurance company can force you to have one, or dictate what the document should say if you decide to write one.

3. Are there different types of advance directives?

Yes. There are three types: a durable power of attorney for health care, a living will, and a do-not-resuscitate order. Living wills are not recognized in Michigan statute. However, in case of a dispute as to your health care desires, your written or oral statements regarding your wishes pertaining to health care or the withdrawal or refusal of treatment may be used as evidence in court, if you are unable to participate in health care decisions. You may wish to consult an attorney for further information regarding durable powers of attorney or living wills.

4. What is a “durable power of attorney for health care”?

A durable power of attorney for health care, also known as a health care proxy, is a document in which you give another person the power to make medical treatment and related personal care and custody decisions for you.

5. Is a durable power of attorney for health care legally binding in Michigan?

Yes, based on a state law passed in 1990, called the Designation of Patient Advocate (PA 312 of 1990, later repealed/replaced by Article V, Part 5 of PA 386 of 1998).

6. Who is eligible to create a durable power of attorney for health care?

Anyone who is 18 years of age or older and of sound mind is eligible.

7. What is the title of the person to whom I give decision-making power?

That person is known as a “patient advocate.”

8. Who may I appoint as a patient advocate?

Anyone who is 18 years of age or older may be appointed. You should choose someone you trust who can handle the responsibility and who is willing to serve.

9. Does a patient advocate need to accept the responsibility before acting?

Yes, he or she must sign an acceptance. This does not have to be done at the time you sign the document. Nevertheless, you should speak to the person you propose to name as patient advocate to make sure he or she is willing to serve.

10. When can the patient advocate act in my behalf?

The patient advocate can make decisions for you only when you are unable to participate in medical treatment decisions.

11. Why might I be unable to participate in medical treatment decisions?

You may become temporarily or permanently unconscious from disease, accident, or surgery. You may be awake but mentally unable to make decisions about your care due to disease or injury. In addition, you might have a temporary loss of ability to make or communicate decisions if, for example, you had a stroke. Others might suffer long-term or permanent loss through a degenerative condition such as Alzheimer's disease.

12. Who determines that I am no longer able to participate in these decisions?

Your attending physician and one other physician or licensed psychologist will make that determination. If your religious beliefs prohibit an examination to make this determination, and this is stated in the designation document, you must indicate in the document how it would be determined when the patient advocate exercises powers concerning decisions on your behalf.

13. What powers can I give a patient advocate?

You can give a patient advocate the power to make those personal care decisions you normally make for yourself. For example, you can give your patient advocate power to consent to or refuse medical treatment for you, to arrange for home health care or adult day care, arrange care in a nursing home, or move you to a home for the aged. A patient advocate may also be empowered to make an anatomical gift of all or part of the patient's body. According to state law, if you were to become incompetent while pregnant, your patient advocate could not authorize a medical treatment decision to withhold or withdraw treatment from a patient who is pregnant that would result in the pregnant patient's death.

14. Can I give my patient advocate the authority to make decisions to withhold or withdraw life-sustaining treatment, including food and water administered through tubes?

Yes, but you must express in a clear and convincing manner that the patient advocate is authorized to make such decisions, and you must acknowledge that these decisions could or would allow your death. If you have specific desires as to when you want to forego life-sustaining treatment, you should describe in the document the specific circumstances in which he or she can act. You may also include them as written instructions in your durable power document.

15. Do I have the right to express in the document my wishes concerning medical treatment and personal care?

Yes. You might, for example, express your wishes concerning the type of care you want during terminal illness. You might also express a desire not to be placed in a nursing home and a desire to die at home. Your patient advocate has a duty to try to follow your wishes.

16. Is it important to express my wishes in the durable power of attorney for health care designating document?

Yes. Your wishes might not be followed if others are unaware of them. It can also be a great burden for your patient advocate to make a decision for you without your specific guidance.

17. Can I revoke my patient advocate designation?

Yes. A patient may revoke his or her designation at any time and in any manner sufficient to communicate an intent to revoke.

18. Can I appoint a second person to serve as patient advocate in case the first-named person is unable to serve?

Yes.

19. Must a durable power of attorney for health care designation document be witnessed?

Yes. A designation must be executed in the presence of and signed by two witnesses. The witnesses must not include your spouse, parent, child, grandchild, sibling, presumptive heir, known devisee at the time of the witnessing, physician, or patient advocate; an employee of your life or health insurance provider; an employee of a health facility that is treating you; or an employee of a home for the aged where you reside as defined in section 20106 of the Public Health Code, Act No. 368 of the Public Acts of 1978, being Section 333.20106 of the Michigan Compiled Laws.

20. In general, what should I do before completing an advance directive?

Take your time. Consider who you might choose to be your proxy or to act in your place. Think about your treatment wishes. Discuss the issue with family members. Talk with your minister, rabbi, priest, or other spiritual leader if you feel it would be helpful. Bring the subject up with your doctor. Have a discussion about benefits and burdens of various types of treatment.

21. Are there issues I should give particular attention to?

Yes. Many people have strong feelings about the administration of food and water, either by tube down their throat, a tube placed surgically into their stomach, or intravenously. You may wish to consider and indicate in what circumstances, if any, you wish such procedures withheld or withdrawn. Also, bear in mind that people's opinions regarding their own health care may change over time. Your wishes regarding medical treatment when you are relatively young may be quite different from your wishes when you reach advanced age, so you may wish to review your decisions periodically with your patient advocate.

22. Is there a standard form for an advance directive?

Absolutely not. While this pamphlet contains a sample form which you may choose to use to designate a patient advocate, you may use a form designed by an organization, you may hire a lawyer to draft the necessary documentation, or you may write out the document yourself. If you write the documentation yourself, make sure that it is legible. Under state law, the designation must be in writing, you must sign the document, date it, and have it witnessed as described above. A person accepting the responsibility to act as a patient advocate must sign an acceptance to the designation document which contains provisions required by statute. **(These statutory provisions are listed in sections A through I found in Part V of the attached Durable Power of Attorney for Health Care Form.)**

23. What if there is a dispute as to how my durable power of attorney for health care should be carried out?

If there is a dispute as to whether your patient advocate is acting consistent with your best interest, the probate court may be petitioned to resolve the dispute. The court can remove a patient advocate who acts improperly in your behalf. ■

Guide for Using the Durable Power of Attorney Form

The pages following this guide contain a blank copy of a Durable Power of Attorney for Health Care form which you may use to designate your patient advocate. **This is a suggested form only. Michigan law does not require a specific form to be used.** If you wish to provide more details in your durable power document, you may attach additional pages to it containing those details. This guide is intended to help clarify the purposes of the various provisions in this form.

THIS FORM PROVIDES FOR A DURABLE POWER OF ATTORNEY FOR PURPOSES OF CARE, CUSTODY, AND MEDICAL TREATMENT ONLY. IF YOU DESIRE A MORE COMPREHENSIVE DURABLE POWER OF ATTORNEY THAT GRANTS AUTHORITY FOR PURPOSES OF HANDLING FINANCIAL OR BUSINESS AFFAIRS, PLEASE CONSULT AN ATTORNEY.

SECTION I: APPOINTMENT OF ADVOCATE

The first several blanks in the form are for putting your name and the name(s) of persons you are appointing as your advocate or successor advocate. You may appoint ANY person who is at least 18 years of age or older and of sound mind to be your advocate. It is important that you consult with the person you are naming and secure his or her consent before naming that person.

The law requires that before you can be considered unable to participate in medical treatment decisions, that determination must be made by your attending physician and at least one other physician or a licensed psychologist. Because some individuals' religious beliefs may not allow for an examination by a physician, the document can state the religious objection and indicate how it shall be determined when the patient advocate may exercise his or her powers.

SECTION II: GRANTS OF AUTHORITY AND RESPONSIBILITY

This is a crucial section of the durable power document. You may check any, all, or none of the grants of power. If you do not check any of the options, you will need to attach your own written grants of power to indicate what powers your advocate will have.

This section contains the very important provision regarding whether decisions to withhold or withdraw treatment, which would allow you to die, will be made for you. Due to the serious nature of this granting of power, Michigan law requires that you express in a clear and convincing manner that your patient advocate is authorized to make such a decision, and that you acknowledge that such a decision could or would allow your death. If you do grant this authority, you should make clear to your advocate your desires for treatment. Section III of the form provides a space for setting forth your desires.

SECTION III: DESIRES AND PREFERENCES FOR TREATMENT

This is the section of the document where you may state your desires regarding the care, custody, and medical treatment you should or should not receive, and under what circumstances treatment should be administered, continued, refused, or withdrawn. Here you may direct your treatment regarding mechanical life-supports (like respirators or kidney dialysis), ordinary or routine treatments (simple surgeries, use of antibiotics, insulin, heart or blood pressure medications, etc.), and basic care (including the provision of food and water). As with the other sections of your durable power document, you may attach additional pages if the space provided is inadequate.

MICHIGAN LAW DOES NOT REQUIRE THAT YOU FILL OUT THIS SECTION OR PROVIDE AN ATTACHMENT ACCOMPLISHING THE SAME PURPOSE. The law stipulates that your advocate must act in your best interests and that health care providers should only comply with your advocate's direction if he or she is reasonably believed to be acting within the authority granted in your designation of the patient advocate. Thus, directions your advocate gives which are consistent with your statement in this section are not likely to be questioned.

SECTION IV: SIGNATURE AND WITNESSING

Michigan law requires that before a patient advocate can execute any of his or her duties and responsibilities, he or she must sign an acceptance to the designation. The first provision of Section IV simply insures that you are aware that this designation must be signed before the power of attorney becomes effective. It also will indicate whether the designation and acceptance process were completed at one time.

Next, your signature is required. Finally, the requirements pertaining to the witnessing of the designation are contained within this section. Please note the limitations on who may serve as a witness.

SECTION V: ACCEPTANCE OF THE DESIGNATION

As noted above, the advocate whom you name must sign an acceptance of your appointment before he or she can act on your behalf. Michigan law requires that certain information regarding the rights, authorities, and limits related to durable power designations be contained within this acceptance. The acceptance provided in Section V of the form meets these requirements.

The name of the person you are appointing should appear in the first blank, and your name (principal) should appear in the second blank. The third blank should contain the date on which you signed your durable power document. The acceptance may be signed on the same day, or at a later time. Finally, your advocate's signature and the date of his or her signing are needed at the end of the acceptance. ■

Durable Power Of Attorney For Health Care

(Please print or type required information)

I. Appointment of Patient Advocate

I, _____
(Your full name)

of _____
(Your complete legal address)

hereby appoint _____
(Person you are appointing)

residing at _____
(Person's complete legal address)

as my patient advocate with the following power to be exercised in my name and for my benefit, for the purpose of making decisions regarding my care, custody, and medical treatment. This durable power of attorney shall not be affected by my disability or incapacity, and is governed by Sections 700.5506 through 700.5512 of the Michigan Compiled Laws.

In the event that the above-named patient advocate is unable or expresses an intent not to serve as advocate, I then appoint

_____ residing at _____
(Name of successor) (Legal address)

to serve as my patient advocate.

This durable power of attorney shall be exercisable (check one):

- ☐ When my attending physician and at least one other physician or licensed psychologist determine upon examination that I am unable to participate in medical decisions.
- ☐ If my religious beliefs prohibit my examination by a physician or licensed psychologist, then when the following events occur:

(use attached sheet if necessary)

Before the powers granted in this durable power of attorney are exercisable, a copy of it shall be placed in my medical record with my attending physician and, if applicable, with the facility where I am located. I retain the right to revoke this durable power of attorney at any time, and by any means whereby I may communicate an intent to revoke it.

II. Grants of Authority and Responsibility

With respect to my physical and medical treatment, I am granting to my advocate the authorities and responsibilities indicated below. Check those you are authorizing and add any additional authorities and responsibilities below. Use more sheets if necessary.

- ☐ Access to and control over my medical records and information.
- ☐ Power to employ and discharge physicians, nurses, therapists, and any other care providers, and to pay them reasonable compensation.
- ☐ Power to give informed consent to receiving any medical treatment or diagnostic, surgical, or therapeutic procedure.
- ☐ Power to refuse, or to authorize the discontinuance of, any medical treatment, or diagnostic, surgical, or therapeutic procedure.
- ☐ Power to refuse, or to authorize the discontinuance of, any medical treatment or diagnostic, surgical, or therapeutic procedure. IN GRANTING THIS POWER, I AUTHORIZE MY ADVOCATE TO MAKE A DECISION TO WITHHOLD OR WITHDRAW TREATMENT THAT WOULD ALLOW MY DEATH. I FURTHER ACKNOWLEDGE THAT SUCH A DECISION TO WITHHOLD OR WITHDRAW TREATMENT COULD OR WOULD ALLOW MY DEATH. I INSTRUCT MY ADVOCATE IN SECTION III, ON THE NEXT PAGE, AS TO MY DESIRES REGARDING THE WITHHOLDING OR WITHDRAWAL OF TREATMENT THAT COULD OR WOULD BRING ABOUT MY DEATH. (If you have checked this item, it is strongly recommended that you use the optional Section III on the next page to specify your desires.)
- ☐ Power to execute waivers, medical authorizations, and such other approval as may be required to permit or authorize care which I may need, or to discontinue care that I am receiving.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

IV. Signature of Principal

I have discussed this designation with my above-named patient advocate who intends to sign the attached acceptance to this designation (check one):

☐ Concurrently with the execution of this document.

☐ At a future date.

I freely and voluntarily sign this document, in the presence of the below-named witnesses, and it shall become effective on the date indicated below.

_____ (Your signature)	_____ (Date)	
_____ (Print or type full name)		
_____ (Address)		
_____ (City)	_____ (State)	_____ (Zip)

ATTESTATION OF WITNESSES

As a witness to the execution of this durable power of attorney, I attest that the person who has signed this document in my presence appears to be of sound mind and under no duress, fraud, or undue influence, I further attest that I am not the person's spouse, parent, child, grandchild, sibling, presumptive heir, known devisee at the time of this witnessing, physician, the named patient advocate, an employee of a life or health insurance provider for the person, or an employee of a health facility that is treating the person or a home for the aged where the person resides.

_____ First Witness's Signature		_____ Address	
_____ Type or Print Name	_____ City	_____ State	_____ Zip
_____ Second Witness's Signature		_____ Address	
_____ Type or Print Name	_____ City	_____ State	_____ Zip

V. Acceptance to the Designation of Power of Attorney

I, _____ hereby accept the
(Print patient advocate's name)

responsibilities conferred upon me by _____
(Print principal's name)

to serve as patient advocate in the durable power of attorney document executed on

_____. I maintain the right to revoke this acceptance at
(Date)

any time, and by any means whereby I may communicate a desire to revoke it. By providing my signature below I acknowledge that I have read and understand the requirements of Michigan law pertaining to the execution of a durable power of attorney for health care, set out in sections (A) through (I) below.

- (A) This designation is not effective unless the patient is unable to participate in medical treatment decisions.
- (B) A patient advocate shall not exercise powers concerning the patient's care, custody, and medical treatment that the patient, if the patient were able to participate in the decision, could not have exercised on his or her own behalf.
- (C) This designation cannot be used to make a medical treatment decision to withhold or withdraw treatment from a patient who is pregnant that would result in the pregnant patient's death.
- (D) A patient advocate may make a decision to withhold or withdraw treatment that would allow a patient to die only if the patient has expressed in a clear and convincing manner that the patient advocate is authorized to make such a decision, and that the patient acknowledges that such a decision could or would allow the patient's death.
- (E) A patient advocate shall not receive compensation for the performance of his or her authority, rights, and responsibilities, but a patient advocate may be reimbursed for actual and necessary expenses incurred in the performance of his or her authority, rights, and responsibilities.
- (F) A patient advocate shall act in accordance with the standards of care applicable to fiduciaries when acting for the patient and shall act consistent with the patient's best interests. The known desires of the patient expressed or evidenced while the patient is able to participate in medical treatment decisions are presumed to be in the patient's best interests.
- (G) A patient may revoke his or her designation at any time and in any manner sufficient to communicate an intent to revoke.
- (H) A patient advocate may revoke his or her acceptance to the designation at any time and in any manner sufficient to communicate an intent to revoke.

(I) A patient admitted to a health facility or agency has the rights enumerated in section 20201 of the public health code, 1978 PA 368, MCL 333.20201.

Some, but not all, of the rights enumerated in Sec. 20201 include:

A patient or resident in a health facility or agency (including a hospital or nursing home) will not be denied appropriate care on the basis of race, religion, color, national origin, sex, age, disability, marital status, sexual preference, or source of payment.

Patients and residents are also entitled to:

- inspect, or receive for a reasonable fee, a copy of their medical records and to have the confidentiality of those records maintained.
- receive adequate and appropriate care, and to receive from the appropriate individual within the facility information about his or her medical condition, proposed course of treatment, and prospects of recovery, in terms which the patient or resident can understand.
- refuse treatment to the extent provided by the law and to be informed of the consequences of that refusal. When a refusal of treatment prevents a health facility or its staff from providing appropriate care according to ethical and professional standards, the relationship with the patient or resident may be terminated upon reasonable notice.
- information about the facility's policies and procedures for initiation, review, and resolution of patient complaints.
- receive and examine an explanation of his or her bill regardless of the source of payment and to receive, upon request, information relating to financial assistance available through the facility.
- associate and have private communications and consultations with his or her physician, attorney, or any other person of his or her choice, and to send and receive personal mail unopened on the same day it is received at the health facility or agency, unless medically contraindicated as documented by the attending physician in the medical record.

(Advocate's Signature)

(Date)

ORGAN DONATION

QUESTIONS AND ANSWERS

Organ Donations

1. How can I be assured that my donation decision will be carried out?

First, discuss your wishes with your family because your next-of-kin will be requested to give consent for donation at the time of your death. Then sign a donor card or the back of your driver's license in the presence of two witnesses.

2. Can the next-of-kin consent to a donation if the deceased family member has not signed either a donor card or a driver's license?

Yes. The Public Health Code (PA 368 of 1978) provides for this opportunity.

3. Can my donation decision be included in a will?

Yes. However, since organ donations must occur promptly, this will normally be ineffective because wills are rarely read, let alone probated, until long after the time for the organ donation has passed. Still, the time of making a will may be a good time to discuss donation with family members. The discussion with your next-of-kin is most important.

4. Who can be a donor?

Almost anyone. Poor health, poor eyesight, and age do not prohibit you from becoming a donor. However, some of these factors do influence the likelihood of the tissues being suitable for transplant. Organs and tissues that cannot be used for transplants, however, can often be used for research to help scientists find cures or better treatments for serious illness.

5. Will donation affect my funeral arrangements?

No. The donation is performed within hours after death, so funeral arrangements may proceed as planned. Removal of organs leaves no visible signs that would interfere with a normal open casket viewing.

6. Will my family pay or receive any fees for donation?

No. It is illegal to buy or sell the human body, its eyes, organs, and tissues.

7. Will the quality of medical treatment be affected if one is a known donor?

Strict laws protect the potential donor. Legal guidelines must be followed before death can be certified. The physician certifying a patient's death cannot be involved in any way with the donation or with the transplant.

8. How can I obtain more information regarding organ, tissue, and eye donation?

Contact the Gift of Life Society of Michigan at 1-800-482-4881 for a donor card or more information about this life-saving decision. Contact the Michigan Eye Bank at 1-800-247-7250 for questions specific to eye donation, OR contact Secretary of State offices for forms to put on driver's license or ID card. ■

DONATION FORM

fold and mail to: Gift of Life Society of Michigan • 2203 Platt Road • Ann Arbor, MI 48104

Questions? Please feel free to call: 1-800-482-4881 or 1-800-247-7250

Uniform Donor Card

of _____
(*Print or type name of donor*)

In the hope that I may help others, I hereby make this anatomical gift if medically acceptable, to take effect upon my death. The words and marks below indicate my desires.

I give (a) _____ any needed organs or physical parts

(b) _____ only the following organs or physical parts:

(*Specify the organ(s) or physical part(s)*)

For the purposes of transplantation, therapy, medical research, or education;

(c) _____ my body for anatomical study if needed.

Limitations or special wishes, if any: _____

Signed by the donor and at least 1 witness in the presence of each other:

Signature of donor

Date of birth of donor

Date signed

Donor's complete address (city, state, zip code)

Witness

Witness

— NOTES —